



Expo

Exposition Metro Line
Construction Authority


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DATE: SEPTEMBER 7, 2006

TO: BOARD OF DIRECTORS

FROM: RICHARD D. THORPE 
CHIEF EXECUTIVE OFFICER

**ACTION: RECEIVE AND FILE MONTHLY REPORT ON CONTRACTS
AUTHORIZED BY THE CHIEF EXECUTIVE OFFICER**

RECOMMENDATION

Receive and File this monthly report on contracts approved by the Chief Executive Officer (CEO). State legislation that created the Exposition Metro Line Construction Authority and the Authority's Administrative Code grant the CEO authority to approve contracts up to \$250,000. This report details contract awards for August, 2006.

SUMMARY

The CEO has entered into contracts for consulting services, a laptop and projector, furniture for the offices at the 707 building, a paper trimmer and cellular phones and accessories for a total amount of \$70,060.95.

DISCUSSION

1. A competitive small purchase procurement was conducted for a paper trimmer for the Authority Offices and a total of four quotes were received. The proposers were Scarab Graphics, Drafting Equipment Warehouse, AccuGraphics and Office Zone. The low bid was \$767.06 from Scarab Graphics, 9% lower than the next lowest bid.
2. The Authority's wireless provider is Verizon Wireless and the Authority procured two cellular phones in the amount of \$71.32 and accessories for \$186.66 on a sole source basis from this provider. This amount is under \$2,500 and considered a small purchase. This price was considered fair and reasonable based on the fact that the Authority receives published government pricing from Verizon Wireless.

3. The Authority conducted a competitive small purchase procurement for a laptop and video projector for use by Expo staff. A total of four quotes were received from Dell, Hewlett Packard, Toshiba and Jetta International. Toshiba was the low bidder in the amount of \$2,596.42.
4. The Authority also entered into a contract with Corporate Spaces Inc. for furniture and design services under the California Multiple Award Schedule (CMAS) program for \$26,439.49. CMAS offers a wide variety of commodities and services at prices which have been assessed to be fair and reasonable by California Department of General Services (DGS) staff. CMAS contracts are themselves competitively bid by the State of California, and purchasing goods through CMAS allows Expo to leverage the State's buying power to obtain lower pricing. DGS will directly bill Expo an administrative fee for the use of CMAS contracts. The administrative fee of \$526 is not included in the order total, and is remitted only after a bill is received from DGS.

Expo staff also conducted a thorough market survey and obtained quotes from three additional furniture dealers without the CMAS pricing, in order to ensure that the CMAS pricing was fair and reasonable. The prices were evaluated and the CMAS pricing secured by Corporate Spaces represented a significant savings over market prices. In most cases, the furniture procured through CMAS was 60% less than the list price. Comparable furniture distributors offered only a 20% discount off of similar furniture pieces.

5. The CEO entered into a sole source procurement for consulting services with Thomas J. Stone Consulting for a not-to-exceed amount of \$40,000. Mr. Stone's services were retained to assist in the evaluation process for the engineering and environmental consulting services contract for Phase 2 of the Expo LRT project from Culver City to Santa Monica. Services performed by Mr. Stone under this contract will be paid for out of Phase 2 project funds.

FINANCIAL IMPACT

There is available funding in the FY07 budget to cover the cost of these contracts.

NEXT STEPS

The CEO will provide a monthly report to the Exposition Metro Line Construction Authority Board on contracts authorized under the CEO's authority.

ATTACHMENT(S)

None